

CITY OF BURBANK

SENIOR SECRETARY

DEFINITION

Under general direction, to perform a variety of confidential and complex secretarial and clerical duties for a division manager or full-time elected official; to supervise clerical staff; and to do related work as required.

ESSENTIAL FUNCTIONS

Performs various clerical duties of a complex nature, including typing, filing, bookkeeping and processing forms; composes, types, and proofreads a variety of reports, letters, memos, and charts; researches, compiles and analyzes data for a variety of projects and reports; takes and transcribes dictation; takes verbatim and sense minutes of meetings and prepares official minutes; oversees maintenance of division records and files; assists the public and responds to program and procedural inquiries; coordinates and arranges meetings; operates calculator, word processor and other office equipment; may operate radio equipment; may operate a computer terminal to enter, modify, or retrieve data; assists in the preparation and administration of the division budget; supervises, trains and evaluates employees; implements and assists in developing policies and procedures related to assigned function; may serve as office manager.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - modern office methods, procedures and equipment; English usage, spelling, grammar, and punctuation; basic arithmetic and accounting methods; municipal organization; principles of sound supervision.
- Ability to - organize and maintain record keeping systems; plan and direct the work of others; operate a variety of office equipment, including word processor and computer terminal; work independently and exercise judgment and initiative in performing duties; communicate effectively, both verbally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public; take shorthand/stenotype dictation at a speed of 90 words a minute or transcribe from dictation equipment accurately and quickly; type accurately from clear copy at a speed of 50 net words per minute.

Education/Training: Three years of recent secretarial or cleric work, including one year in a responsible supervisory or specialized capacity and high school graduation or equivalent.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.